



# Office of the City Clerk

## Weekly Report – for Week Ending December 23, 2016

### OFFICE OF THE CITY CLERK – PROJECTS AND STATUS

#### Elections

The Office of the Los Angeles County Registrar Recorder/County-Clerk (LA County RR/CC) has indicated that it will use the LA City Clerk designated consolidated polling areas and most of its polling locations for the March 7, 2017 Special Consolidated Election. Clerk staff will be sharing poll worker information to fill vacancies as needed.

Staff is facilitating petition reviews with individuals whose nominating petitions did not meet the requisite number of valid signatures to be included on the March 7, 2017 ballot.

#### Business Improvement Districts

The proposed Santa Monica Boulevard/Route 66 Business Improvement District (BID) collected \$40,000 in matching funds to begin the RFP process to establish itself as a BID.

Staff met with the Los Angeles Tourism Marketing District BID to review and analyze current and future assessment receipts.

#### Records Management

In 2016, the Records Management Division destroyed over 10,000 boxes of obsolete records from the City Records Center. This was facilitated by revisions to the Administrative Code approved in 2015 pertaining to the review and approval process for destroying obsolete records and exceeds the amount destroyed in recent years by 400%. This has led to an increase in the rate at which the City Records Center can accession new records.

The City Archives accepted the transfer of the historic files of the Port of Los Angeles, which had previously been housed in the now closed Port of Los Angeles Archives.

#### Systems

*Elections* - Systems staff met with LA County election staff to discuss the transfer of existing data and setup work for the March 2017 election. Since both the County and City use the same election management system the County will be able to utilize all the existing setup to prepare for the March election. Staff is coordinating the transfer of existing data and insuring that the two jurisdictions have a compatible election model.

*Applications and Infrastructure* – Staff completed a major system upgrade this week on the E-agenda system that supports the Council and the Board of Public Works electronic agenda workflow. The upgrade added enhancement features to the agenda module.

The Business Improvement District web application is being modified to address all non-regular budget items. The new changes will allow the analysts to recreate the Council/Committee Summary sheets in the Annual Planning Report module.



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### **Administrative Services**

*Fiscal* – Preparation began on the Controller's Office revenue estimate submittal for Fiscal Years 2016-17 and 2017-18.

*AB1290/Council* – Clerk staff is working with the Office of the CLA to review AB1290 reconciliation.

*Personnel* – Clerk staff is collaborating with the Mayor's Office on the Supervisor Academy and is also working with the Personnel Department and the Commission on the Status Women on a Board presentation regarding FMLA practices.

The Controller's Office conducted an audit of the City Clerk's payroll and personnel functions.

*Neighborhood Council Funding Program* - The NC Funding Program team continues to work toward the January 17, 2017 deadline for the 2016 Tax (1099) Preparation Project for NCs.

The NC Funding program is preparing to implement a short-term staffing plan to alleviate a backlog of NC monthly expenditure reports requiring review.

This week, NC Funding staff provided a brief status update to the Board of Neighborhood Councils. There are currently 8 NCs with frozen funds.

### **Upcoming**

*Happy Holidays!*